

# CIVILIAN HUMAN RESOURCES OFFICE

## CIVILIAN CONNECTION

ISSUE #47

APRIL 2012

NGB-JC  
Civilian Human Resources Office  
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The Civilian Connection is published by NGB-CHRO. Your comments and questions are welcome. Please address them to Sandra Sharples at [Sandra.Sharples@us.af.mil](mailto:Sandra.Sharples@us.af.mil)

### Ethnic and Special Observances:

- *Holocaust Remembrance Day: 19 April*
- *Holocaust Days of Remembrance: 15-22 April*
- *Asian Pacific American Heritage Month: 1-31 May*
- *Memorial Day: 28 May*

### NEW! SELF-SERVICE INITIATIVES

HR Advisory 2012-15 provided that, effective immediately, AFPC has launched an initiative that provides current AF employees the ability to submit requests for name change and Veterans' Preference Inquiries directly to the Air Force Personnel Center (AFPC). Requests will be submitted via the Air Force Personnel Services (AFPERS) website and will then be routed to the appropriate servicing team for action.

To submit requests, log into AFPERS, then select "Career Management, Self Service", then "Name Change" or "Veterans' Preference for Reduction in Force".

### USAJOBS HELPFUL HINTS

Looking for help on using the new USAJOBS 3.0? The USAJOBS team has now created a helpful web page listing their "Top Ten" frequently asked questions that the majority of applicants have. Furthermore, if you have a question that may be unanswered, or you have a comment or suggestion, you may now contact them via e-mail. Please visit: <https://www.help.usajobs.gov/index/php.TopTenFAQ>.

### SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

Prevention is the best tool to eliminate sexual harassment. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. Employers should clearly communicate that it will not be tolerated by establishing an effective complaint or grievance process and taking immediate action when an employee complains.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly creates an intimidating hostile or offensive work environment.

Whenever unlawful discrimination is found, the Air Force IMMEDIATELY eliminates it and neutralizes the effects. Commanders and supervisors who are aware of unlawful discrimination by subordinates, and fail to take action, may be disciplined (AFI 36-704, Discipline and Adverse Actions).

Questions should be addressed to the EEO Office, Derrick Allen, 240-612-8350, DSN: 612



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# STAFFING & RECRUITING

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## Contacts:

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- Sandra Sharples, DSN: 273-6501 or [Sandra.Sharples@us.af.mil](mailto:Sandra.Sharples@us.af.mil)



## THE ANSWERS TO YOUR QUESTIONS REGARDING REDUCTION IN FORCE (RIF)

Where do I stand in a RIF? How is my retention determined? If I am retired military, do I still get Veterans' Preference for RIF? How is my SCD calculated? As the Department of Defense continues to face these uncertain times, we are forced to arm ourselves with the knowledge of our own personal retention entitlements.

There are four factors that determine RIF standing for employees:

1. Tenure (Career/Career Conditional/Term/Temp)
2. Veterans' Preference
3. Service Computation Date (SCD)
4. Performance

These questions and many more can be answered by referencing OPMs RIF portal: [http://www.opm.gov/Reduction\\_In-Force/employee\\_resources/index.asp](http://www.opm.gov/Reduction_In-Force/employee_resources/index.asp).

For more detailed information or specific questions regarding your rights, please contact your NGB/CHRO, DSN: 273-6503/4083/4081.

## REFERRAL CERTIFICATES AND EXTENSION REQUESTS

The Civilian Human Resources Office has been advised that referral certificates for both Internal and External applicants will soon be issued for 15 days; keeping with the intent to complete the recruitment process as expeditiously as possible. Currently, referral certificates are issued for 30 days. When justifiable, and with appropriate approval from NGB/CHRO, a onetime 5 day extension may be granted.

When the HR Advisory regarding this change is released, our office will ensure widest dissemination.

For additional questions, please contact Sandra Sharples or Nicole Tringali.

## HAVING TROUBLES ACCESSING EBIS?

If you are not able to access your Employees Benefits Information System (EBIS) account you need to update your Internet Security Settings. After opening Internet Explorer:

Go to "Tools" - on the top right

Go to "Internet Options" - at the bottom of the drop down

Go to "Advanced" - last tab

Scroll down to "Security"

A check mark should be in front of each setting below:

- SSL 2.0
- SSL 1.0

Select "Apply"

Select "Ok"

"Refresh" your internet session or close Internet Explorer and start a new session.

Following these instructions will allow you to access EBIS.

# EMPLOYEE DEVELOPMENT AND TRAINING

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## Contact:

- Judy Parmentier, DSN: 273-6831 or [Judith.Parmentier@us.af.mil](mailto:Judith.Parmentier@us.af.mil)



## ARE YOU AWARE NEW AIR FORCE SUPERVISORS HAVE MANDATORY TRAINING?

Mandatory supervisory training courses for newly selected supervisors must be completed within the first 6 months of assuming a supervisory role. Mandatory training consists of the following:

1. USAF Supervisor's Course. This course provides civilian supervisors with leadership and management skills required in supervisory positions.
2. Civilian Personnel Management Course (CPMC). All supervisors (civilian and military) who manage civilians are required to take this course. This course provides background information and an understanding of applicable civilian personnel laws and regulations needed to carry out civilian personnel management responsibilities.
3. Military Personnel Management Course (MPMC). This course is designed to provide first level civilian supervisors of military members the basic skills, knowledge and abilities required to supervise enlisted and officer personnel.

## ACCESSING THE SUPERVISORY RESOURCE CENTER AND REGISTERING FOR SUPERVISORY TRAINING

Effective 30 January 2012, the Air Force Knowledge Now (AFKN) Supervisory Resource Center (SRC) URL was phased out. Employees are directed to the AF Portal SRC URL.

To view the SRC at its new location go to the AF Portal, click on "Life and Careers", click on "Force Development (FD)". In the upper left corner, click on "Supervisory Resource Center (SRC)".

To register, click on "Mandatory Supervision Training" listed under "SRC Quick Links". Click on "Register On-line" for all three and select the course or courses that you want.

## AIR FORCE NEW EMPLOYEE ORIENTATION COURSE

The Air Force New Employee Orientation course link has changed. To access the course through the AF Portal: under "Life and Career" select "My Development Plan", under "Training" select "New Employee Orientation (NEO)", under "Related Links" select "New Employee Orientation (NEO)".

To ensure employee's training is updated to reflect completion of the course, the employee must have a CAC and an AF Portal account prior to registering for the course. This identifies the employee and the system will automatically update the training record. If an employee completes the course using a login other than their own, the system cannot identify the employee.

# CLASSIFICATION

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## Contacts:

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- Stephanie Parks, DSN: 273-6832 or Stephanie.Parks@us.af.mil
- Jeffry Viars, DSN: 273-6833 or Jeffry.Viars@us.af.mil
- Penny Schornak, DSN: 273-4792 or Penny.Schornak@us.af.mil
- Lindsey Green, DSN: 273-4982 or Lindsey.Green@us.af.mil



## POSITION CLASSIFICATION APPEALS

*What can you do if you think your position is not properly classified?* First of all, we like to recommend that you speak with your supervisor. If you have questions your supervisor cannot answer, you may want to speak with someone in your personnel office. If you believe your position description does not accurately describe your work, discuss this with your supervisor. Since your supervisor certifies your position description's accuracy, he or she should be able to give an explanation of its contents. If your supervisor believes that your positions should be reevaluated, he or she can request a review by the personnel office.

*What may be appealed?* You may seek a change in grade, occupation series, and sometimes the title of your position. You may seek to have your General Schedule (GS) positions changed to the Federal Wage System (FWS) or your FWS positions changed to GS. Some things may not be appealed. For instance, you may not appeal the content or accuracy of your official position description, the accuracy of a classification standard, an agency's proposed classification decision, the classification of positions to which you are not officially assigned, or the classification of positions to which you are detailed or temporarily promoted to for a period of less than two years.

*What are your appeal choices?* You may appeal the classification of your position to your agency at any time. If you are a GS employee, you may appeal at any time to your agency or directly to the Office of Personnel Management (OPM). However, you may not appeal to your agency and OPM at the same time. Another option available to you as a GS employee is to make your classification appeal to OPM through your agency. Your agency must act on your appeal within 60 days or forward it to OPM for actions. As a general rule, we recommend that you first seek an appeal decision from your agency. One reason for this is that if you appeal to your agency and its decision is unfavorable, you can still appeal to OPM. If you appeal to OPM first and receive an unfavorable decision, you cannot then appeal to your agency. FWS employees must first appeal to your agency. If you are dissatisfied with your agency's decision, you may appeal to OPM. Your appeal to OPM must be filed within 15 calendar days of the date you receive your agency's decision. You must specify that part of your agency's decision which you disagree with. We may extend the time limit for filing if circumstances beyond your control prevented you from filing within the 15 day requirement, or if you were not aware of the 15-day limit.

For more information, please visit the OPM website at <http://www.opm.gov/fedclass>. If you have specific questions or need more information on making a classification appeal, contact your Human Resources Office.

# EMPLOYEE RELATIONS

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## RESERVIST DIFFERENTIAL PAY

Effective March 15, 2009, 5 U.S.C. 5538 requires the Department of Defense (DoD) to pay a reservist differential payment to eligible DoD civilian employees who are members of the Reserve or National Guard called or ordered to active duty under certain provisions of law. The differential will be equal to the amount by which an employee's projected civilian basic pay for a qualifying period exceeds the employee's actual military pay and allowances allocable to that pay period. This differential amount will be reduced if an employee uses paid civilian leave. Non-pay days in the military position will also reduce the differential amount.

A reservist differential is payable to an employee for a qualifying period during which the employee meets both of the following conditions:

- A. An employee is absent from a Federal civilian position in order to perform active duty in the uniformed services pursuant to a call or order to active duty under a provision of law referred to in 10 U.S.C. 1019A)(13)(B), and is serving on such active duty under one of the following authorities:
  - i. 10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688, 10 USC 12301 (a), 10 USC 12302, 10 USC 12304, 10 USC 12406; and
- B. The employee is entitled to reemployment rights under the Uniformed Service Employment and Reemployment Rights Act (USERRA—38 USC Chapter 43) for such active duty.

Please contact either Ms. Valerie Ward or Ms. Linda West if you feel you were qualified for this differential and did not receive it or that if you have additional questions.

## ABSENT-UNIFORMED SERVICES (AUS)

Absent-Uniformed Service is an employee's absence (whether in a pay or non-pay status) to perform duty with the uniform services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA, 38 U.S.C. Chapter 43).

When an employee leaves and returns from duty with the uniform service he/she is responsible to notify their supervisor by providing copies of the orders placing him/her on active duty and provide any orders extending their time from the original orders. Complete the appropriate Benefit and Entitlement Service Team (BEST) checklists for employees entering and returning from military active duty. The completion of the checklist will ensure that the employee's benefits, leave and Notification of Personnel Action (SF-50) will be processed based upon their election.

The supervisor will be responsible to ensure that a Request for Personnel Action (RPA) is completed when the employee enters and returns from duty with the uniform service.

Please contact either Ms. Valerie Ward or Ms. Linda West as soon as you are aware of your employees being placed on military orders, to include those orders that are for just one day, for additional guidance and to obtain the current BEST checklist.

## **SUPERVISOR'S RECOGNITION FOR CIVILIAN EMPLOYEES UPON RETIREMENT**

When an individual retires from the United States Air Force it is very special, regardless if they are military or a civilian member. Hopefully their time with the Air Force has been a challenging one, in which they are proud of their accomplishments and their ability to be a part of the Air National Guard team. An employee's retirement day is a day to remember; not only for the employee but also for their family. Based upon the retiree's wishes, take the time to do something special for the employee. As a supervisor you could have a retirement ceremony, luncheon, and/or reception where you can publicly thank the individual for their support, sacrifices, and accomplishments. The options available to you are:

- Certification of Service—to be issued on the occasion of retirement.
- Certificates of Appreciation—available for the employee's spouse and to be issued on the occasion of retirement.
- Outstanding Civilian Career Service Award—to be presented at the time of retirement to an employee who has demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career.
- Special Recognition—a letter for retirement may also be requested from your state representative if available by the specific senator.
- A flag may be flown over the US Capitol in the employee's honor.
- Presidential Letter—Supervisors who want special recognition for the civilian employees may request greetings from the president. The employee must have a minimum of 30 years either military, civilian service or a combination totaling 30 years when they retire.

For additional information, please contact Ms. Linda West or Ms. Valerie Ward.

## NEW COMERS

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### Welcome!

Abbey Greene  
Andrews AFB, MD

Stephen Hatch  
Arlington, VA

Audra Ruzzin  
Selfridge ANGB, MI

Frederick Thomas  
Arlington, VA

Mary Berns  
Andrews AFB, MD

John Maas  
Selfridge ANGB, MI

Sarah Mandes  
Andrews AFB, MD

Darian Walker  
Klamath Falls, OR

Ronald Wightman  
Selfridge ANGB, MI

## SPECIAL RECOGNITION

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### Retirements

#### Good Luck!

Marian Alviar  
Selfridge ANGB, MI  
Donald Olwert  
McGhee/Tyson, TN  
Lynn Paulson  
Duluth, MN  
Karen Williams  
Andrews AFB, MD

### Length of Service

#### 10 Years

Harold Bauzon  
Paul Carroll  
Johnny Christie  
Thomas Dembowski  
Jessica Hair  
Hagop Kassabian  
Kevin Leavy  
Jeffry Viars

#### 20 Years

Richard Bowman  
Harold Byrd  
Larry Hector  
Susan Lancaster  
Amerigo McIntyre  
Susan Rosenfeld

#### 30 Years

Peter Bonacci  
Kevin Klawinski  
Michael Patteron  
Dennis Plegue  
Philip Sassin  
Jerry Stoddard  
Nicholas Wolley

### Awards

#### Outstanding Civilian Career Service Award

Marian Alviar  
Selfridge ANGB, MI

#### Notable Achievement Award

Thomas Bergin  
Meridian, MS  
Charles Gilbert  
Meridian, MS  
Richard Herrmann  
Meridian, MS  
John Johnson  
Meridian, MS  
Dwayne McKinney  
Meridian, MS  
Paul Smith  
Meridian, MS  
Karl Springer  
Meridian, MS  
Charles Tibbetts  
Meridian, MS

# Congratulations!